



STATE OF INDIANA

ALCOHOL AND TOBACCO COMMISSION

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Can the owner of an alcoholic beverage establishment become a certified trainer and train their own employees?

Yes, if he/she meets the qualifications set forth in the rule.

What about business owners whose employees are not required to take the training, can the business become a training provider and offer server training to the public?

Yes, if they have an employee(s) that meet the trainer qualifications and complete the Third Party Trainer Certification. However, the training must be offered to all permittees at the same price.

If an individual that owns more than one permit becomes a trainer, can he/she provide in-house training at all of the locations?

Yes, as long as they are all owned by the same corporation.

As a Certified Trainer, who can I train?

If you are employed by 3rd party training provider, you can use an approved program to train all servers and trainers. If you are employed by an in-house training provider, you can only train servers employed by your corporation. If you wish to train other trainers, you must use a 3rd party approved trainer program.

If I want to train my employees and also employees from other businesses, how can I legally do so?

You must register your third party training provider business with the IRS and Indiana Dept. of Revenue.

How can I get my server and/or trainer program approved?

Once you become a certified trainer, you can submit your materials to the ATC via mail or e-mail for approval. If approved, the ATC will retain a copy and return your materials to you within 21 days.

How do I find a listing of ATC approved trainers?

A list of approved trainers will be listed on the website once the initial round of trainings has begun. The listings will be updated often.

If I have further questions, who can I contact?

For server and/or training inquiries, you can contact the ATC at servertraining@atc.in.gov